

**DESCRIPTION** - This is a combined synopsis/solicitation for commercial items following the Test Program at FAR Subpart 13.5. This solicitation is prepared in accordance with the format in FAR Subpart 12.6 and as supplemented with additional information included in this notice and at the USPTO website for this solicitation:

<http://www.uspto.gov/web/offices/ac/comp/proc/currproj.htm>. This solicitation follows additional flexibilities provided under the Patent and Trademark Acquisition Guidelines (PTAG) for formatting of the solicitation. This announcement constitutes the only solicitation or Request for Quote (RFQ) and will follow Simplified Acquisition Procedures (SAP). Responses are requested pursuant to this announcement. All responses shall reference Solicitation DOC52PAPT0501001. This solicitation incorporates all of the applicable provisions and clauses in effect through FAC 01-25, as if stated in full text, as well as the terms and conditions of FAR 52-212-1. The United States Patent and Trademark Office (USPTO) anticipates awarding a firm fixed-price commercial items contract as a result of this solicitation. The anticipated period of performance is five years with one (1) base year and an option for up to four (4) additional years. This is a TOTAL 100% Small Business Set-aside under North American Industrial Classification Code System (NAICS) code 621498.

**CONTRACT LINE ITEM NUMBERS (CLIN)** - The following items are required to support the Government operations of the United States Patent and Trademark Office. The Contractor shall provide health care services and supplies in accordance with the following:

| BASE YEAR |                      |     |      |            |
|-----------|----------------------|-----|------|------------|
| CLIN      | DESCRIPTION          | QTY | UNIT | UNIT PRICE |
| 0001      | Health Unit Services | 1   | Year |            |

| OPTION YEAR ONE |                      |     |      |            |
|-----------------|----------------------|-----|------|------------|
| CLIN            | DESCRIPTION          | QTY | UNIT | UNIT PRICE |
| 0002            | Health Unit Services | 1   | Year |            |

| OPTION YEAR TWO |                      |     |      |            |
|-----------------|----------------------|-----|------|------------|
| CLIN            | DESCRIPTION          | QTY | UNIT | UNIT PRICE |
| 0003            | Health Unit Services | 1   | Year |            |

| OPTION YEAR THREE |                      |     |      |            |
|-------------------|----------------------|-----|------|------------|
| CLIN              | DESCRIPTION          | QTY | UNIT | UNIT PRICE |
| 0004              | Health Unit Services | 1   | Year |            |

| OPTION YEAR FOUR |                      |     |      |            |
|------------------|----------------------|-----|------|------------|
| CLIN             | DESCRIPTION          | QTY | UNIT | UNIT PRICE |
| 0005             | Health Unit Services | 1   | Year |            |

**PURPOSE** - The purpose of this solicitation and the resultant commercial contract is to gain a comprehensive program of occupational medicine providing a full range of emergency medical care, fitness-for-duty examinations, preventive health screening examinations, treatment and/or assessment of on-the-job illnesses and injuries, authorization for emergency medical treatment at another facility, employee health maintenance examinations, general medical services which help

keep employees at work, and the administration of allergy shots and other immunizations to employees and visitors of the USPTO.

**SCOPE OF WORK** - The Contractor shall provide personnel with supervision to conduct a comprehensive program of occupational medicine for the USPTO and General Services Administration (GSA) component served under this contract at two locations including:

Jefferson Building  
Room C01B85  
500 Dulany Street  
Alexandria, VA 22313-1450

North Tower Building  
Room 9AO1  
2800 Crystal Drive  
Arlington, VA 22202

Additional servicing of other Department of Commerce (DOC) bureaus or agencies may be incorporated by modification into this contract.

## **REQUIREMENTS**

The Contractor shall furnish the necessary personnel, material, equipment, and services to perform the Statement of Work provided at <http://www.uspto.gov/web/offices/ac/comp/proc/currproj.htm>.

**INSTRUCTION TO OFFERERS** – All interested offerors are invited to attend an on-site visit to be held on October 27, 2004. Please contact Ms. Carol Barnhill at 703-305-9286, No Later Than COB October 25, 2004, for coordination. Attendance at the on-site visit is mandatory in order to be eligible for award. All questions pertaining to the RFQ shall be submitted electronically to [Kathy.sanpietro@uspto.gov](mailto:Kathy.sanpietro@uspto.gov). Questions must identify the author and company name. All questions and responses pertaining to the RFQ will be published and made available as an amendment to this solicitation. The identity of the author and associated company name of the question will not be published. All questions regarding the RFQ are due by 2PM October 28, 2004. Receipt of late questions will not result in an extension to the response due date, nor can the USPTO guarantee that answers will be provided before the response due date.

## **INSTRUCTIONS FOR SUBMISSION OF TECHNICAL PROPOSAL**

The offeror shall submit a narrative proposal that does not exceed twenty-five (25) pages in length (excluding cover sheet, table of contents, resumes of proposed personnel, and certifications and representations), with the following sections (and subsections as the offeror sees fit):

- Section 1 – Staffing Plan
- Section 2 – Management Capability
- Section 3 – Experience/Past Performance
- Section 4 – Preventive Health Services
- Section 5 – Price

Proposals should address how the offered services can meet all the requirements delineated in Section C, Description/Specification/Work Statement. Offerors shall read the solicitation, and particularly Section C, carefully, and address the requirements with the evaluation factors in mind (see Evaluation Factors for Award, FAR 52.212-2, below). In Section 3 of the proposal, the Offeror shall provide a point of contact, contract title, contract number, period of performance, dollar amount and description of work performed for the same or similar type services. Offeror

shall demonstrate through past work performance its capability to perform the requirements listed in the Statement of Work. Provide a resume for the Key Personnel and Operating Personnel; i.e. Physician, Supervising/ Charge Nurse, RN, and Clinical Nurse Practitioner, RN, NP.

Prices for the services described in this RFP shall be submitted in the format shown in the section entitled "Contract Line Item Numbers (CLIN)". Offerors shall break down each CLIN by unit price and total price on a monthly basis for each contract period. Offerors shall include the cost for medications, medical supplies, and other direct costs for this requirement in their firm fixed price for each Contract Line Item Number (CLIN). Offerors shall include a completed copy of the provision at 52.212-3, "Offeror Representations and Certifications – Commercial Items" in Section 5 of their proposal."

Proposals shall be submitted via email to [kathy.sanpietro@uspto.gov](mailto:kathy.sanpietro@uspto.gov) no later than 2:30 p.m., local time, on November 30, 2004.

## **EVALUATION FACTORS FOR AWARD**

### **52.212-2 EVALUATION--COMMERCIAL ITEMS (JAN 1999)**

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following four technical factors (with corresponding subfactors) shall be used to evaluate offers:

#### **1. Staffing Plan**

This factor includes the number of trained persons to be assigned to each location.

The plan for replacement and training of staff (i.e., to cope with staff turnover).

The capacity to provide staff on short notice (i.e., cope with absenteeism).

The capability of obtaining laboratory tests and or specialized consultation as needed.

The capability of staff to deal with medical emergencies.

The capacity to provide initial counseling, diagnoses, and referral in cases of emotional or psychiatric illness, drug dependence, etc.

#### **2. Management Capability**

This includes the capability to coordinate health services at multiple locations.

Ability to schedule physician's time for maximum advantage at all locations.

Retention of current Health Unit employees.

#### **3. Experience/Past Performance**

This factor includes the experience of the Offeror and/or key staff members in an industrial or occupational health environment for other agencies or companies as demonstrated in their resumes and other information.

Successful delivery of occupational health services to other employing agencies.

Maintenance of a positive working relationship with those agencies.

Customer satisfaction with contractor performance

#### 4. Preventive Health Services

This factor evaluates the commitment of the Offeror to provide preventive medical screenings. The Government will give credit under this factor to an Offeror who proposes one or more additional medical screening programs, examples provided below, as well as other additional medical screenings or educational programs that the Offeror will conduct if selected as the Contractor:

Blood profile screening  
Chest X-ray  
Pap Smear  
Mammography

Factors 1 and 2 are equal in importance. Factor 3 is more important than Factor 1 or 2, and Factor 4 is less important than Factors 1, 2 or 3. Under each of the four factors, the subfactors are listed in descending order of importance.

The technical factors (1 through 4, above) are more important than price/cost.

(b) Options. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(c) A written notice of award or acceptance of an offer, mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

**EVALUATION PANEL** - An evaluation team consisting of Government personnel will be convened to review and evaluate the technical proposal.

**BASIS OF AWARD** - Proposals which do not conform to all requirements and/or do not address all the evaluation factors outlined above will be rejected without further consideration.

Award will be made to the responsible offeror who satisfies all requirements and whose proposal is determined to offer the greatest value and most advantage to the Government. The source selection decision shall be based on a comparative assessment of proposals against all source selection criteria in the solicitation.

The award will include the clauses cited at FAR 52.212-4 "Contract Terms and Conditions – Commercial Items" and 52.212-5 "Contract Terms and Conditions Required to Implement Statutes or Executive Orders – Commercial Items." This award will include the USPTO security clauses provided at <http://www.uspto.gov/web/offices/ac/comp/proc/currproj.htm>. Offerors must be registered in the Central Contractor Registration (CCR, at [www.ccr.gov](http://www.ccr.gov)) in order to be eligible for award. Responses shall be delivered via email to [Kathy.sanpietro@uspto.gov](mailto:Kathy.sanpietro@uspto.gov), cc [susan.messina@uspto.gov](mailto:susan.messina@uspto.gov), no later than 2:30 PM on November 30, 2004. The point of contact for information regarding this solicitation is Kathy San Pietro at 703-305-8021. Alternate Point of Contact is Susan Messina at 703-305-8448.

